

26 February 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM:

[redacted]
Chief, Intelligence Training Division

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SUBJECT: Administration of Guidelines for Executive
Order 12333 Course

1. Based on a conversation held between the Chief of Professional Development Branch (PDB) and [redacted] of the Office of General Counsel (OGC) on 12 February 1985, we have reached a tentative agreement for the future administration of the Guidelines for Executive Order 12333 Course. The agreement pending concurrence by [redacted] of OGC, who is scheduled to return from an extended TDY on 4 March 1985.

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2. The agreement calls for the Office of Training and Education's Central Registrations Branch to continue publishing course dates in the schedule of courses, and updating employee training records. OGC will handle the registrations and develop the class roster. OGC already makes arrangements for classroom scheduling at [redacted] or other facilities.

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3. PDB provided the administrative briefing for the 28 February - 1 March running, but hereafter, OGC will take over this responsibility.

4. OGC expressed some concern over absorbing costs of the course. They withdrew their reservation when advised that the only costs incurred were for transportation to and from [redacted] and that these were billed by students to their own offices.

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5. After the February/March running, PDB will have no further responsibilities for the course. C/PDB, with the concurrence of the Curriculum Committee, will confirm these arrangements with [redacted] and follow this up with a memorandum to OGC.

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